

Enterprise Information Management

Reporting User Group Presentation
Tuesday July 19, 2016



EIM RUG Agenda

- Finance Agenda
 - **Finance Track: 9:00 to 10:15**
 - Overview of EIM Projects
 - Update on RFC's and Report status
 - Agency Specific Versioning of FI Enterprise Reports with Organizational Structure & Budgets
 - Other New FI Reports
 - Contract Spend Report Demo
 - Open Documents update and handout

EIM Reporting Links



- Do you Know where all the Reports that are available are located?

EIM Reporting Links

New Links page:

Accounts Payable

- ☐ FI Minority Vendor Payments
- ☐ FI One Time Vendor Payment Report
- ☐ FI Payments by Vendor - X
- ☐ FI Vendor Actuals (Open/Cleared) by Exp/Rev all Doc Types - X
- ☐ FI/AP Check Register
- ☐ FI/AP Check Register SCEIS Recon - X
- ☐ Payment Register - X
- ☐ Sales & Use Tax Report - X

Accounts Receivable

- ☐ AR Aging - Current Open Items - X
- ☐ AR Aging- Customer Open Item as of Selective date - X
- ☐ AR Aging by Customer - X
- ☐ AR Debt Collections Report - X
- ☐ AR Invoiced vs Collected Revenue - X
- ☐ AR Open Detail by Rev GL - X
- ☐ Gross VS Collected Revenue
- ☐ yBOBJ AR Open Detail by Rev GL - X

Funds Management

- ☐ Budget Transaction Report - X
- ☐ Est Rev vs Cash Rev - Restricted to Cash Flow Enhancement - X
- ☐ FI Vendor Invoices
- ☐ FM Budget vs Actual
- ☐ FM Document Count - X
- ☐ FM Document List
- ☐ FM Estimated Revenue - X
- ☐ Funds Management Expense Report - X
- ☐ Funds Management Revenue Report - X
- ☐ Open Encumbrance Report
- ☐ Open Encumbrance Report - by Function Area, Fund, Cost Cent - X
- ☐ Open Encumbrance Report_Selection by Fiscal Year - X
- ☐ Personal Service Transfer Limits - X
- ☐ Statement of Changes in Fund Balances (MA) - X
- ☐ Statement of Changes in Fund Balances -by Period - X
- ☐ Stmt of Chgs in Fund Bal - by Period (W Case Svcs Cat) (MA) - X
- ☐ Stmt of Chgs in Fund Bal - by Period (W Vendor) (MA) - X
- ☐ Stmt of Chgs in Fund Balances (W Case Svcs cat) (MA) - X
- ☐ Travel Reports for Employees

SCEIS South Carolina Enterprise Information System
SC Department of Administration

Revised as of 9/9/14. V1

EIM Reporting Links

- You can make your own Links Document List your most used reports
- Or create a list for certain job or employee of reports to run
- Word or Excel

EIM Reporting Links

The screenshot shows the 'Documents' section of the EIM system. On the left is a tree view of folders. The main pane displays a table of documents. A right-click context menu is open for the document 'Costing Study 8 19 15 JT', with a red arrow pointing to the 'Document Link' option.

Title	Type	Last Ru
Accounts Receivable Reports	Folder	
Budget	Folder	
F030-IO	Folder	
Mgmt Reports	Folder	
SCEIS Reports	Folder	
Official SCEIS FI - Analysis of Expenditures by Minor Commitment Item (427 Equivale	Web Intelligence	
casada	Microsoft Excel	
Copy of II B 3 m (Operating Results - DSIT SCEIS)JTWc	Microsoft Excel	
Copy of II B 3 m (Operating Results - DSIT SCEIS)JTWcb	Microsoft Excel	
Cost Study 7 31 15	Microsoft Excel	
Costing Study 8 19 15	Web Intelligence	
Costing Study 8 19 15 ch	Web Intelligence	
Costing Study 8 19 15 JT	Web Intelligence	
Costing Study	Web Intelligence	
Costing Study	Web Intelligence	
DTO REV Dat	Microsoft Excel	
DTO REV Dat	Microsoft Excel	
Facilities Man	Web Intelligence	
Federal Fund	Web Intelligence	
FY11-15 Flea	Microsoft Excel	
HR Reports	Web Intelligence	
IRF	Web Intelligence	
Kendra Look	Web Intelligence	
lookup-kendr	Web Intelligence	
Org Chart Wc	Microsoft Excel	
Payment Reg	Web Intelligence	
Proforma Expenditures	Web Intelligence	
ptqta10	Microsoft Excel	
Server_Listing_20151012	Microsoft Excel	
Shopping Cart Days	Web Intelligence	

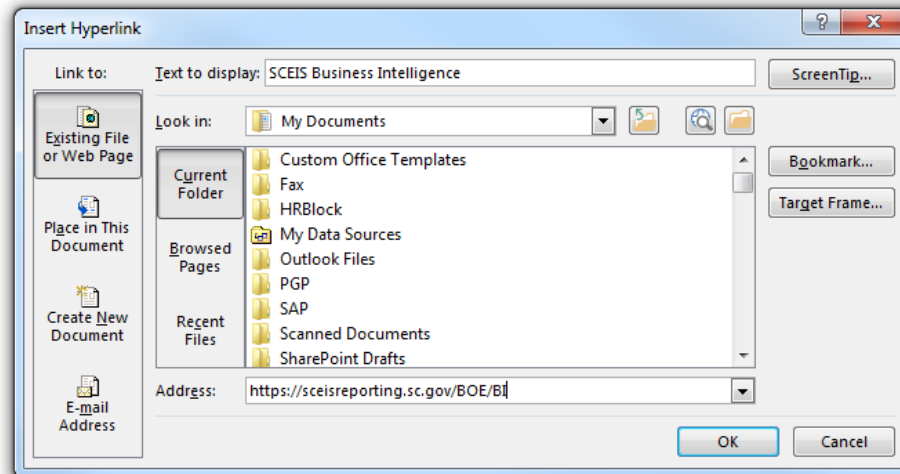
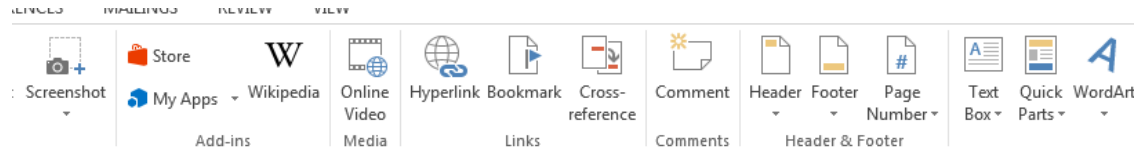
Now • Organize • Send • More Actions • Details

Document Link – Costing Study 8 19 15 JT

Copy and paste link to share document

Link: <https://sceisreporting.sc.gov/BOE/OpenDocument/opendoc/openDocument.jsp?sIDType=CUID&iDocID=AQe9zdcjQZlBiqu70aLMiV4>

EIM Reporting Links



EIM Projects Summary


Project	Description	Project Due Date
Awsome!	Governor's Budgeting Process	1/31/2017
CBS	Convert CWOFF to SAP S&D	7/1/2017
DTO and Fleet Costing	Assit DTO & Fleet in preparing costing models	9/30/2016
EIM Database	Create EIM database	12/31/2016
EIM Newsletter	Create and manage quarterly newsletter	9/30/2106
FI Dashboard Rollout	Create Finance dashboards	12/31/2016
HR Dashboards	Update HR dashboards with Drills	10/8/2016
IT Cost Transparency	IT Cost Transparency	7/1/2017
Lumeria Rollout	Rollout new Lumeria to users	10/04/2016
MM Reports	Create & Maintain MM Reports	99/99/9999
PCM	Implement Costing software	10/30/2016
Queries from BW to BO	Change BEX Query to BOBJ	10/1/2016
SPIRS	Move SPIRS data form legacy system to new Db	9/30/2016
Treasurer	Crearte reports and dashboards	10/31/2016
Web links & Search DB	Create Links & searchable DB for users to find rpts	10/08/2016

EIM Projects

Bex Reports in BOBJ: 40%

- Our goal is to recreate in BOBJ each Bex Query that is currently being used.
- While we create them in BOBJ, we will look for efficiencies from a user perspective
- One Report with multiple tabs for various queries
- Use of Projects Folders

RH039A in BOBJ



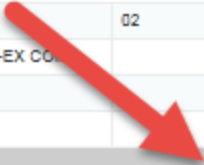
THE SOUTH CAROLINA
DEPARTMENT of ADMINISTRATION


RH039A Workforce Planning Data

Run Date: 5/15/16
DEPARTMENT OF ADMINISTRATION

Page: 1/1
Source: RH039F_Employee Demographics and Position Information

Pay Grade Area	Pay Grade Type - Key	Pay Grade Type	Pay Grade		Annual Salary	
BANDED	01	CLASSIFIED	BAND 01	2	\$24,582.00	\$12,291.00
		CLASSIFIED	BAND 10	1	\$115,000.00	\$115,000.00
		CLASSIFIED	BAND 02	16	\$338,830.00	\$21,176.88
		CLASSIFIED	BAND 03	38	\$989,184.00	\$26,031.16
		CLASSIFIED	BAND 09	14	\$1,392,318.00	\$99,451.29
		CLASSIFIED	BAND 08	39	\$3,357,600.00	\$86,092.31
		CLASSIFIED	BAND 04	116	\$3,785,025.50	\$32,629.53
		CLASSIFIED	BAND 05	151	\$5,588,147.12	\$37,007.60
		CLASSIFIED	BAND 06	114	\$5,766,822.00	\$50,586.16
		CLASSIFIED	BAND 07	118	\$7,782,623.00	\$65,954.43
			01	609	\$29,140,131.62	\$47,849.15
UNCLASSIFIED	02	UNCLASSIFIED	UNCLASS	25	\$2,128,622.00	\$85,144.88
UNCLASSIFIED-EX CO		UNCLASSIFIED	F03R	1	\$94,774.00	\$94,774.00
		UNCLASSIFIED	F03L	1	\$117,667.00	\$117,667.00
		UNCLASSIFIED	F03C	1	\$118,690.00	\$118,690.00





RH039A

RH039B

RH039C

RH039D

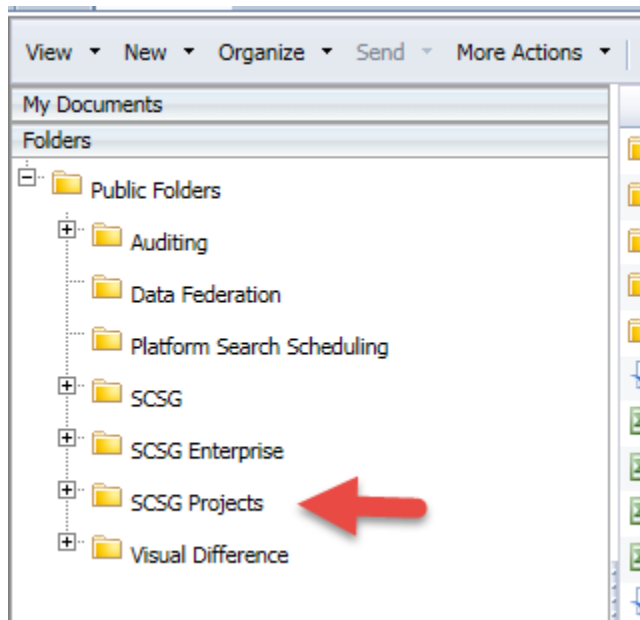
RH039E

RH039G

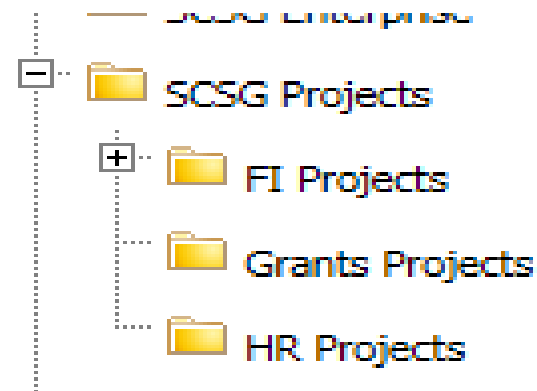
RH039H

Name	Name 2	Name 3	done	notes	# Run
RH039	A	Workforce Planning Data			1110
RH039	B	Employment Report by Sex & Race within Agency & Band			96
RH039	C	Employee Counts and % by Sex, Race within Agency and Band			139
RH039	D	Length of State Service by Gender (Pin)			0
RH039	E	Employee Counts and % by Sex, Race with Average State Service			43
RH039	F	Employee Demographics and Position Information			19806
RH039	G	Employees with Selected Years State Service			204
RH039	H	Employees in Trial or Probationary Status			179
RH039	I	Employee Personal Data		No SSN	375
RH039	J	Employee Address and Communication Report			1326
RH039	K	Employee Planned Work Time		Need Work Week	177
RH039	L	Employee Bank Details	x		28
RH039	M	Employee Objects on Loan	x		0
RH039	N	Employee I-9 Information	x		0
RH039	O	Employee Non Resident Alien	x		0
RH039	P	Employee Grievance Report	x		0
RH039	Q	Employee Work Communications			0
RH039	R	External Employment	x		0
RH039	S	Certification and Licensing	x		200
RH039	T	Employee Tax Withholding	x		0

BOBJ Projects Folders



Projects folders are used for testing and development of reports as they migrate to Enterprise



EIM Branding

- Logo
- Newsletter
- RUG
 - Give me a R
 - Give me a U
 - Give me a G
- What's that spell?
 - EIM!!



Tired of being a slug? Get on the
RUG!!



dreamstime.com

RUG Theme Song

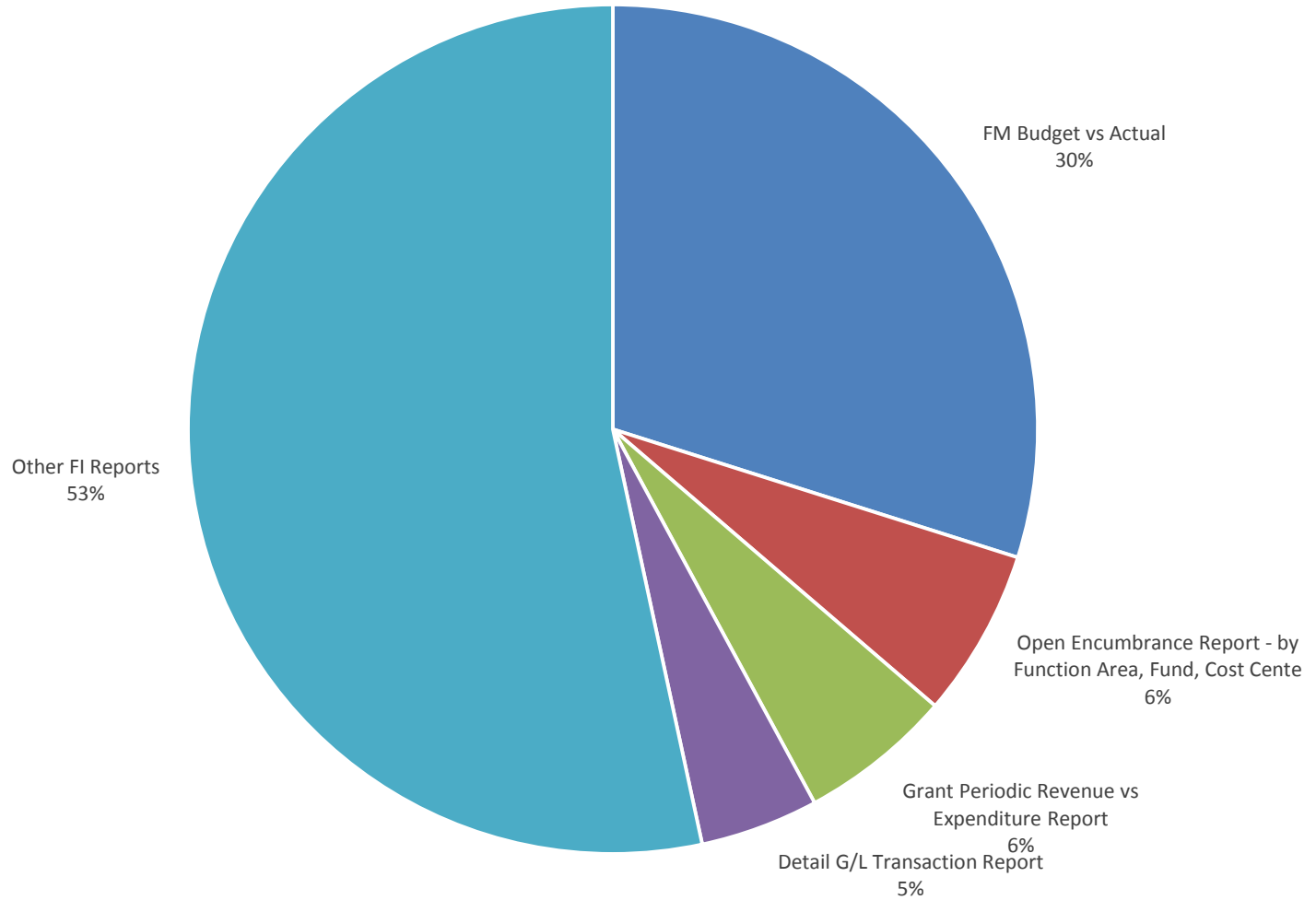
- Oh
I want on the RUG, the one that makes my reports slick
One that will make me a star
and my prints out aren't three feet thick
I want on the RUG, the one that will get me ahead
One that will make my data fly
and keep me out of the Red
- One that will make me balance
Adding two plus two
One that makes me feel like I know what I can do
When I'm using BW
- I want on the RUG, the one that's a thrill
Keeping up with my costs and such
and helping pay a bill
I want on the RUG, one that makes my day
One that will give my bosses insight
One that will help users listen to what I say
- One that will make me balance
Adding two plus two
One that makes me feel like I know what I can do
When I'm using BW
- I want on the RUG, one that does what it should
One that won't make me look too bad
One that will make me feel real good
I want on the RUG, one with some clout
One that help me out in a clutch
and keep my users from freaking out



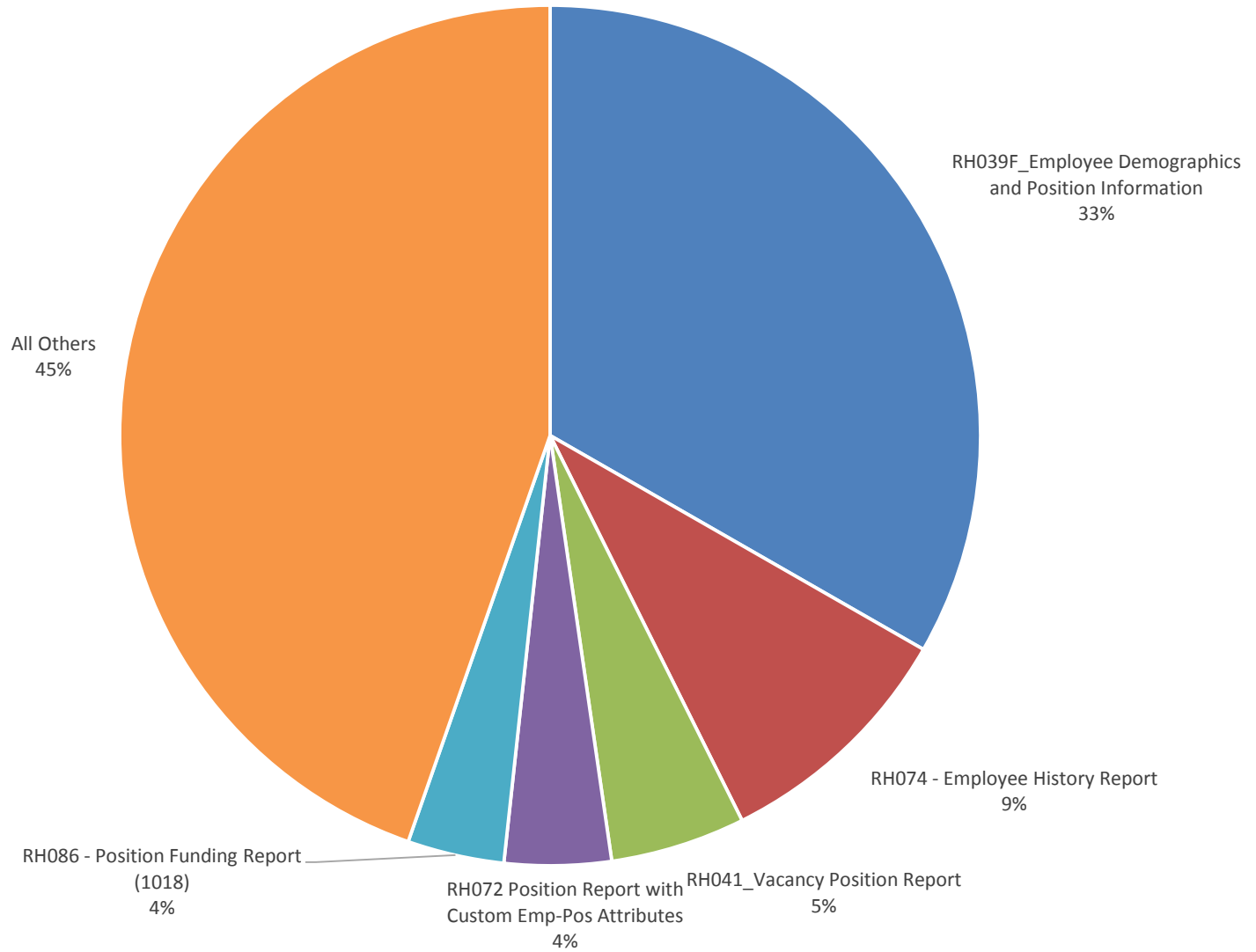
Professionally, these two:



FI BOBJ Usage



HR BOBJ Usage



Update on RFCs and Reports

BW Team RFC List		
FI001 RFC-00347 Bruce Burnett Susanne Reich	Internal Eliminations Create of a new BW process and a new report. This enhancement will assist the CG's CAFR Team by identifying "Internal Eliminations."	RFC-00332 and RFC-00347 are tied together. The Funds Classification Code was created in BWD and moved to BWQ. A query was built in BWQ and is now with the BOBJ team to create the internal eliminations report for the CG's office.
MM001 RFC-00344 Jaquetta Wright Norma Hall	MM001 - MM General Created a report that includes Last Approval Date, Original Pgroup date, Date of PGroup Redistribution, date Redistribution	MM team and Tech Team are creating this report ABAP program for Norma Hall
RF414 RFC-00339	Add Good Receipts (Non Valuated) to Open Encumbrance Report (BW) Goods Receipt-valuated is already in the query, but we need an additional column which would represent *Goods Receipt - Non-valuated*. There needs to be a distinction between the Goods Receipt valuated and non-valuated. Nothing needs to be done to the GR valuated column. We just need an additional column,	RFC has been sent back to the FI team for further analysis and Functional Specs.

EF488 RFC-00332	Add New Field To Funds Classification (FM Module) The CG Office has determined that it will be beneficial to proceed with adding a new field called "Funds Classification" with the Attached Values.	RFC-00332 and RFC-00347 are tied together. Field added in ECD. Field was been added to BWD and moved to BWQ for testing. Query was written in BWQ and BOBJ team is creating report for CG's office.
MM001 RFC-00303 Jaquetta Wright Renee Rochester	MM001 - MM General User wants to know when a shopping cart arrives for the buyer to issue a PO and when the PO is created and the number of days. Enhance the Shopping cart to invoice activity report?	MM team and Tech Team are creating this report ABAP program for Renee Rochester.
RM413 RFC-00270 Wanda Dixon Emmett K-MMO	RM413 - PO's by Contract (Spend Analysis) Modify and finalize the PO's by Contract report to accommodate additional requirements and provide more spend analysis data for MMO/ITMO and the agencies.	Moved to BWQ and MM and BW team met and some additions are to be made. Those additions are being worked on and a meeting is scheduled with MM team week of 7/18/16 to finalize.
RM392 RFC-00254 MM Team Ashley Bishop-DHEC	Current Contracts - Add Release Value Add the following fields to the existing "Current Contracts" BW Report: Release Value, Cost ,% Left on Contract, Add Release Value to the existing "PO by Contract" Report.	Moved to BWQ and MM and BW team met and some additions are to be made. Those additions are being worked on and meet with MM team again week of 7/18/16 to finalize.

<p>RH069-TimeMgt</p> <p>RFC-00213 (Submitted)</p>	<p>RH069 Time/Leave Report</p> <p>Time and Leave, Used and earned information is needed in BEx/BOBJ</p> <p>3 Queries: RH069-Time Quota RH069-Time Report RH069-CATS</p>	<p>On Hold until RFC-00347 is complete.</p>
<p>RF403</p> <p>RFC-00205</p> <p>Cory Hare</p> <p>FI-RUG</p>	<p>RF403 - Grants Reporting</p> <p>Vendor Information needs to be added to the Grant Periodic Expenditure and Commitments Report BEx query (ZFI_ZGM_O01_Q006) and Grant Periodic Revenue vs Expenditure Report BEx query (ZFI_ZGM_O01_Q007).</p>	<p>Moved to BWQ and testing in progress.</p>
<p>06/13/2014</p> <p>RH005</p> <p>RFC-00192</p> <p>HR-RUG</p> <p>RH005??</p>	<p>RH005 - BW Labor Distribution Query</p> <p>Human Resources/Payroll/custom reports/ZHRLDISTR to provide HR and fiscal managers usable payroll information by employee for reconciliation, projecting expenditures and other research.</p>	<p>In Production on 07/07/16. Production data is loading.</p>

477RR

Budget, Expenditure and Commitments Report

- 5 Tabs
 - Budget/Expenses/Commitments/Remaining Balance by High Level Fund, then Fund Center, Functional Area and Budget Act CI
 - Budget/Expenses/Commitments/Remaining Balance by High Level Fund, Fund Center, Budget Act CI (without Functional Area)
 - Budget/Expenses/Commitments/Remaining Balance by High Level Fund, then Fund Center, Functional Area and Budget Act CI
 - Commitments with by Fund Center, CI and Vendor with PO # and Posting Date
 - Commitments wby Fund Center, CI Vendor, and Grant with PO # and Posting Date
- All reports have a % of year elapsed indicator
- All reports can be modified to fit your need
- Located in the Projects Folder

477RR

Bookmarks

477 RR

477 RR w/o FA

477RR Detail

477RR Encumbrances

477RR Encumbrances w/o FA

<div> <div>SOEIS</div> <div> <div>South Carolina</div> <div>Enterprise Information System</div> <div>SC Department of Administration</div> </div> </div> <div> <div>Appropriation Balances Report (477RR)</div> <div>PP: 16 ()</div> <div>Run Date: 06/23/2016</div> </div>									
K050 DEPARTMENT OF PUBLIC SAFETY									
10000000 GENERAL FUND									
Fund Center	Functional Area	Budget Act CI	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	% Used	
K050AFA100 Adm OFS Ac FM1 Total:				92,448.00	90,655.27	1,792.73	0.00	1,792.73	98.06%
K050AFA200 Adm OFS Ac FM2	K050_0000	501058 CLASSIFIED POS	137,068.00	137,455.08	(387.08)	0.00	(387.08)	100.28%	
		501070 OTH PERS SVC	1,950.00	1,950.00	0.00	0.00	0.00	100.00%	
		513000 EMPLOYER CONTRIB	45,050.00	46,808.21	(1,558.21)	0.00	(1,558.21)	103.46%	
K050_0000 K050 ADMINISTRATION Total:				184,068.00	186,013.29	(1,945.29)	0.00	(1,945.29)	101.06%
K050_0005	K050_0005 K050 HIGHWAY PATROL Total:	512001 OTHER OPERATING	6,000.00	3,769.53	2,230.47	0.00	2,230.47	62.83%	
			6,000.00	3,769.53	2,230.47	0.00	2,230.47	62.83%	
			6,000.00	3,769.53	2,230.47	0.00	2,230.47	62.83%	
K050_0017	K050_0017 K050 HIGHWAY PATROL Total:	501058 CLASSIFIED POS	30,906.01	31,014.24	(108.23)	0.00	(108.23)	100.35%	
			30,906.01	31,014.24	(108.23)	0.00	(108.23)	100.35%	
			30,906.01	31,014.24	(108.23)	0.00	(108.23)	100.35%	
K050_0017	K050_0017 K050 HIGHWAY PATROL Total:	501070 OTH PERS SVC	734.40	734.40	0.00	0.00	0.00	100.00%	
			734.40	734.40	0.00	0.00	0.00	100.00%	
			734.40	734.40	0.00	0.00	0.00	100.00%	
K050_0017	K050_0017 SAFETY AND GRANTS Total:	513000 EMPLOYER CONTRIB	12,500.00	12,509.31	(9.31)	0.00	(9.31)	100.07%	
			12,500.00	12,509.31	(9.31)	0.00	(9.31)	100.07%	
			12,500.00	12,509.31	(9.31)	0.00	(9.31)	100.07%	
K050_0017 SAFETY AND GRANTS Total:				44,140.41	44,257.95	(117.54)	0.00	(117.54)	100.27%
K050AFA200 Adm OFS Ac FM2 Total:				234,208.41	234,040.77	167.64	0.00	167.64	99.93%
K050AFA300 Adm OFS Acct	K050_0000	501058 CLASSIFIED POS	201,051.00	180,401.67	40,649.33	0.00	40,649.33	79.78%	
		501070 OTH PERS SVC	2,400.00	2,400.00	0.00	0.00	0.00	100.00%	
		513000 EMPLOYER CONTRIB	60,655.00	58,023.42	2,631.58	0.00	2,631.58	95.66%	
K050_0000 K050 ADMINISTRATION Total:				264,106.00	220,825.09	43,280.91	0.00	43,280.91	83.61%
K050_0005	K050_0005 K050 HIGHWAY PATROL Total:	512001 OTHER OPERATING	15,000.00	20,557.36	(5,557.36)	0.00	(5,557.36)	137.05%	
			15,000.00	20,557.36	(5,557.36)	0.00	(5,557.36)	137.05%	
			15,000.00	20,557.36	(5,557.36)	0.00	(5,557.36)	137.05%	
K050_0005 K050 HIGHWAY PATROL Total:				15,000.00	20,557.36	(5,557.36)	0.00	(5,557.36)	137.05%
K050AFA300 Adm OFS Acct Total:				279,106.00	241,382.45	37,723.55	0.00	37,723.55	86.48%
K050AFB000 Adm OFS Budget	K050_0000	501058 CLASSIFIED POS	105,965.00	111,498.86	(5,533.86)	0.00	(5,533.86)	105.22%	
		501070 OTH PERS SVC	1,600.00	1,600.00	0.00	0.00	0.00	100.00%	
		513000 EMPLOYER CONTRIB	36,000.00	37,898.08	(1,898.08)	0.00	(1,898.08)	105.27%	
K050_0000 K050 ADMINISTRATION Total:				143,565.00	150,996.94	(7,431.94)	0.00	(7,431.94)	105.18%
K050_0005	K050_0005 K050 HIGHWAY PATROL Total:	512001 OTHER OPERATING	1,500.00	250.89	1,249.11	0.00	1,249.11	16.73%	
			1,500.00	250.89	1,249.11	0.00	1,249.11	16.73%	
			1,500.00	250.89	1,249.11	0.00	1,249.11	16.73%	
K050_0005 K050 HIGHWAY PATROL Total:				1,500.00	250.89	1,249.11	0.00	1,249.11	16.73%
K050AFB000 Adm OFS Budget Total:				145,065.00	151,247.83	(6,182.83)	0.00	(6,182.83)	104.26%
K050AFC000 Adm OFS Cap Proj	K050_0005	512001 OTHER OPERATING	8,000.00	3,268.76	4,731.24	0.00	4,731.24	40.86%	
		K050_0005 K050 HIGHWAY PATROL Total:	8,000.00	3,268.76	4,731.24	0.00	4,731.24	40.86%	
		K050AFC000 Adm OFS Cap Proj Total:	8,000.00	3,268.76	4,731.24	0.00	4,731.24	40.86%	

Page: 2/32

Percent of Year Elapsed: 98.08%

477DOR

Same Budget, Expenditure and Commitments Report as 477RR, but with slight modifications

- 5 Tabs
 - No Functional Area
 - SCEIS Fund/Cost Centers used to report by division not found in SCEIS
 - Summary and detail information by DOR division
- All reports have a % of year elapsed indicator


477DOR

- Upload a spreadsheet with your outside-SCEIS master data information to link it with SCEIS master data information

	A	C	D
1	Division	Fund Center Key	Fund Center Name
2	Executive	R440000000	Agency Level
3	Executive	R440000010	Executive Director
4	Executive	R440000011	Internal Audit
5	Executive	R440000012	CISO
6	Executive	R440DR0010	Disaster Recovery
7	Taxpayer Business Serv	R440A00010	Operations
8	Taxpayer Business Serv	R440A00011	Call center
9	Taxpayer Business Serv	R440A00012	Administrative Support
10	Taxpayer Business Serv	R440A00013	Call Center - IIT
11	Taxpayer Business Serv	R440A00014	Call Center - MyDORWay

477DOR

- And report by any areas of focus of your choosing



South Carolina

Enterprise Information System

SC Department of Administration

Appropriation Balances Report (477RR)

PP: 16 ()

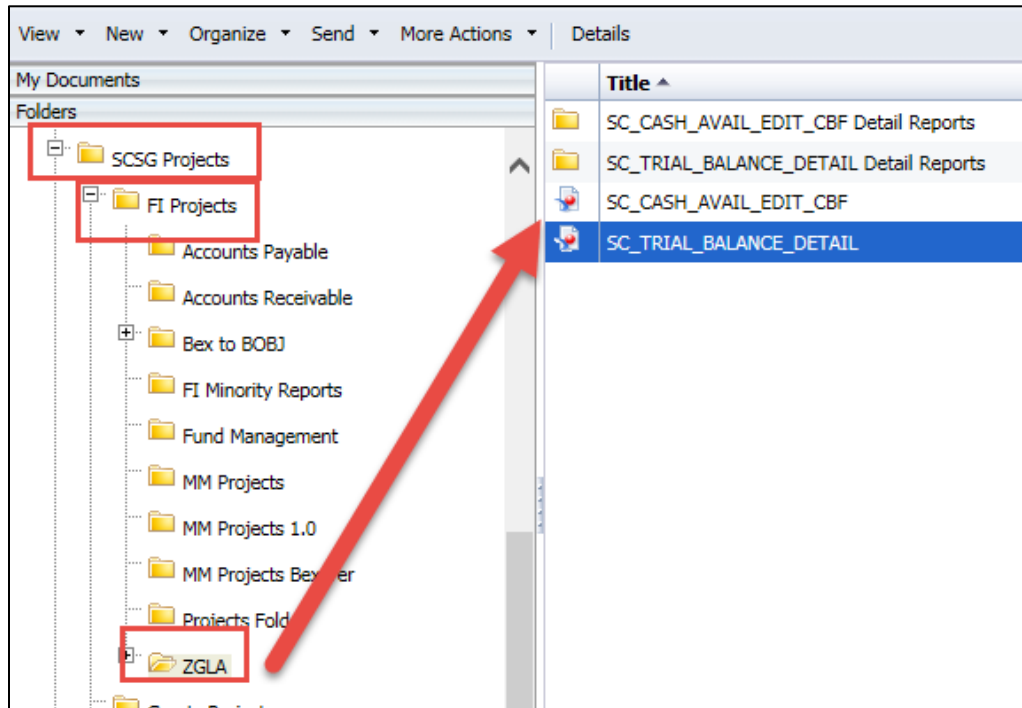
R440 DEPARTMENT OF REVENUE

Run Date: 06/28/2016

Division	Fund Center	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	% Used
Administrative Services	R440SA0010 - Finance						
	R440SA0011 - Finance-TERC						
	R440SA0013 - Finance-State Fleet						
	R440SH0010 - Human Resources						
	R440SH0011 - Tuition Assistance						
	R440SP0010 - Building Services						
	R440SQ0010 - Quality						
	R440ST0010 - Education						
Administrative Services Total							
Agency Wide	R440AGENCY - Agency Overview	9.99	4,534,615.43	(4,534,615.43)	436,794.33	(4,534,615.43)	99%

ZGLA (Trial Balance and Cash Balance)

- 2 reports to detail G/L Account activity and linked to Posting Period breakdowns and document level detail.
- Able to be easily modified to suit an agency's specific needs
- MTD and YTD views
- Based on the SC_TRIAL_BALANCE and SC_CASH_AVAIL_EDIT_CBF ZGLA



Located in the
BusinessObjects
Projects folder

ZGLA (Available Cash)



FY: 2016 PP: 12

Available Cash (Month-to-Date)


Rund Date: 7/1/16

D500 - DEPARTMENT OF ADMINISTRATION

Through Posting Period: 12

Accounts	G/L Account	MTD Beginning Balance	MTD Activity	MTD Ending Balance
DUE TO/FROM	1000000000 CASH DUE TO/FROM			
IDT CASH	1000020000 IDT CASH CLEARING			
MISC DEPOSITS	1000030000 CASH ON DEPOSIT-STO			
MISC PAYMENTS	1000040000 CASH DISBURSEMT-STO			
WELLS FARGO - CONTINGENT	1011300000 WF_E16_CT_CASH			
WELLS FARGO - CONTINGENT	1011300001 WF_E16_CT_CHK			
WELLS FARGO - CONTINGENT	1011300004 WF_E16_CT_CC			
WELLS FARGO GENERAL DEPOSIT	1011300700 WF_E16_GENERAL DEP			
WELLS FARGO GENERAL DEPOSIT	1011300711 WF GN DP CKS IN			
WELLS FARGO GENERAL DEPOSIT	1011300712 WF GEN DEP ACH IN			
BANK OF AMERICA GENERAL DEPOSIT	1013300000 BOA GENERAL DEP			
BANK OF AMERICA GENERAL DEPOSIT	1013300011 BOA GN DP CKS IN			
NBSC General Dep	1016300000 NBSC_E16_GENERAL DEP			
NBSC General Dep	1016300011 NBSC GN DP CKS IN			
Total				

ZGLA (Trial Balance - Summary)



Enterprise Information Management

THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION

ZGLA (Trial Balance - Detail)

Bookmarks

Summary MTD

Detailed MTD

Total Assets

Total Liabilities

Fund Balance Total

Summary YTD

Detailed YTD

admin

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Trial Balance Detail (MTD)


FY: 2016 PP: 9

Run Date: 7/15/16

Total Assets

Account	G/L Account	MTD Beginning Balance	MTD Activity	Ending Balance
Cash	1000000000 CASH DUE TO/FROM			
	1000010000 UNDEPOSITED CASH			
	1000010101 UNDEP CASH F030-OIO			
	1000010106 UNDEP CASH F030-SURP			
	1000010161 UNDEP CASH D500-1			
	1000010211 UNDEP CASH E550-1			
	1000010476 UNDEP CASH D170-1			

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Capital Projects (Bud vs Act)

Capital Projects reporting based on Budget vs Actual now available

- Currently, there are 4 different views:
 1. Project Summary with Total Project Budget and Expenditures with Current FY Budget, Expenditures and Encumbrances
 2. Project Summary with Fund and Grant
 3. Project Expenditures by CI and Vendor and
 4. Project Expenditures by FY
- Based off of the Budget vs Actual query, but restricted only to 99* State-funded Programs and can be run for multiple fiscal years without the need of multiple queries
- View Budgets and Expenditures by FY along with Encumbrances for the current year
- Report can be found in the Projects Folder in BusinessObjects in the Capital Projects Folder.

Capital Projects (Bud vs Act)

- With all the project information in one query, you can easily manipulate capital project information and break down budgets, expenditures, and encumbrances and many different way.

Bookmarks

Project Summary

Project Summary w Fund

Project Expenditures

Project Expenditures BY FY

SCSIS

South Carolina
Enterprise Information System

SC Department of Administration


Capital Project Budget vs Actual

Run Date: 7/19/16

D500 DEPARTMENT OF ADMINISTRATION

Project			Total Budget	Project-to-Date Expenditures	Total Project Budget Balance	Total Project Percent Complete	2017 Budget	2017 Expenditures	2017 Commitments	2017 Remaining Balance
9523	9902.952300.000	Cooper Vet Carl								
9841	9900.984100.000	FAC ALM/DET COD								
9754	9900.975400.000	DMH-FARMER BLD								
9773	9900.977300.000	MILL HVAC PIP								
9807	9900.980700.000	SLED PERIM SECR								
9817	9901.981700.000	ENRGY FAC CTRL								
9830	9900.983000.000	SC PK CPLX-DILP								
9852	9900.985200.000	GRSST-AIR HNDL								
9856	9901.985500.000	CLHOUN EXT PH1								
9870	9900.987000.000	SC HSE EXT WAL								

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Meetings

Next RUG Meeting
September 20th @ SCDOT

Past Workshops
Merging Dimensions
Publications & Scheduling Reports
Report Linking/Drilldown

Enterprise Information Management

Reporting User Group Meeting
Tuesday, July 19, 2016



HR Agenda

- - **Human Resources Track: 10:30 to 11:30**
 - Overview of EIM Projects
 - Update on RFC's and Report status
 - Labor Distribution Demo
 - Vacancy Report Demo
 - Turnover Report Demo
 - RH039 Demo
 - Other New HR Reports
 - Open Documents update and handout
-

Meetings

Next RUG Meeting
September 20th @ SCDOT

Past Workshops
Merging Dimensions
Publications & Scheduling Reports
Report Linking/Drilldown

REP200

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Meetings

Expand an item in the list below the calendar to find event dates and times, registration information, links to driver other materials. If you have questions about your agency's participation in any meetings, please contact your Age ast@sceis.sc.gov.

May 2016							June 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	31	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31	1	2	3	4	26	27	28	29	30	1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9

May 2016

IM315 Inventory Management and Procurement Contracts Training Course	May 4, 2016 – 01:00 PM
REP200 Reporting with BEx and Business Objects Training Course FI/MM	May 5, 2016 – 09:00 AM
OM200 Organizational Management Training Course	May 12, 2016 – 09:00 AM

SCEIS Weekly Updates

(SCEIS Weekly Update Archives: [2011](#) , [2012](#) , [2013](#) , [2014](#) , [2015](#))

Press the Ctrl and f keys on your keyboard simultaneously to display a text box you

July 18, 2016

[Important Changes to Class 3 Retirement Status and Annual Leave Payout in SCEIS](#)

July 11, 2016

[Delivery Address-Ship To Address Data Fields Deactivation](#) (90kb PDF)

[Shopping Cart Delivery Address Performance Location Search](#) (162kb PDF)

[Purchase Order Ship-To Address Search](#) (379kb PDF)

REP200U



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Online Training Classes: Reporting

The below training resources are designed to assist Reporting users.

[REP200U - Reporting with BEx and Business Objects](#)

REP200U: Reporting with BEx and Business Objects is a pre-requisite to the hands-on instructor-led REP200 course. In order to attend and fully participate in the instructor-led class you MUST complete the online component and secure BEx and Business Objects rights for your functional area. (Contact your agency data owner to request access). This online component will provide you with foundational knowledge for the instructor-led class. For details about this online class including class navigation and suggestions for completing the class, [click here](#).

In order to complete the online training class you must:

1. Complete the course materials. ([Click here to access the content.](#))
2. Take the class assessment and achieve a benchmark score of 70% or better.

RFC Updates

New Queries

- Labor Distribution
- RH076 Monitoring of Tasks

Under Development

- Time and Leave

Labor Distribution

Select Values for Variables

Available Variants

DATA_PROVIDER_1 - Labor Distribution

Business Area	D500	DEPARTMENT OF ADMINISTRATION
GL Accounts		
Personnel Number (Selection Option..		
Payroll Period End Date(*)	12/1/2015 - 12/1/2015	12/1/2015 - 12/1/2015

OK Cancel Check

Labor Distribution

Sample Output

Table										
Business area	G/L Account	Employee	Cost Center	Grant	Fund	Wage Type	End Date of For-Per.	Amount	Quantity	
D500	#/5010580000		SC01/D500CE4000	NOT RELEVANT	Not assigned/3764000	10/1110	12/1/2015	\$ 916.66	52.500	ERR
D500	#/5010580000		SC01/D500CE4000	NOT RELEVANT	Not assigned/1001000	10/1000	12/1/2015	\$ 791.70	0.000	
D500	#/5010580000		SC01/D500CE4000	NOT RELEVANT	Not assigned/3764000	10/1000	12/1/2015	\$ 791.71	0.000	
D500	#/5010580000		SC01/D500CN0000	D5001DOEWP16	Not assigned/5741000	10/1000	12/1/2015	\$ 1,786.93	0.000	
D500	#/5010580000		SC01/D500CN0000	D5001LIHEP15	Not assigned/5741000	10/1000	12/1/2015	\$ 595.65	0.000	
D500	#/5010580000		SC01/D500BD0000	NOT RELEVANT	Not assigned/1001000	10/1000	12/1/2015	\$ 1,686.16	0.000	
D500	#/5130010000		SC01/D500CE4000	NOT RELEVANT	Not assigned/3764000	10/9R01	12/1/2015	\$ 148.87	0.000	
D500	#/5130010000		SC01/D500CE4000	NOT RELEVANT	Not assigned/1001000	10/9R01	12/1/2015	\$ 128.57	0.000	
D500	#/5130010000		SC01/D500CE4000	NOT RELEVANT	Not assigned/3764000	10/9R01	12/1/2015	\$ 128.58	0.000	
D500	#/5130010000		SC01/D500CN0000	D5001DOEWP16	Not assigned/5741000	10/9R01	12/1/2015	\$ 290.20	0.000	
D500	#/5130010000		SC01/D500CN0000	D5001LIHEP15	Not assigned/5741000	10/9R01	12/1/2015	\$ 96.73	0.000	
D500	#/5130010000		SC01/D500BD0000	NOT RELEVANT	Not assigned/1001000	10/9R01	12/1/2015	\$ 273.83	0.000	
D500	#/5130310000		SC01/D500CE4000	NOT RELEVANT	Not assigned/3764000	10/9404	12/1/2015	\$ 52.81	0.000	
D500	#/5130310000		SC01/D500CE4000	NOT RELEVANT	Not assigned/3764000	10/9406	12/1/2015	\$ 12.35	0.000	
D500	#/5130310000		SC01/D500CE4000	NOT RELEVANT	Not assigned/1001000	10/9404	12/1/2015	\$ 45.03	0.000	
D500	#/5130310000		SC01/D500CE4000	NOT RELEVANT	Not assigned/1001000	10/9406	12/1/2015	\$ 10.53	0.000	
D500	#/5130310000		SC01/D500CE4000	NOT RELEVANT	Not assigned/3764000	10/9404	12/1/2015	\$ 45.04	0.000	
D500	#/5130310000		SC01/D500CE4000	NOT RELEVANT	Not assigned/3764000	10/9406	12/1/2015	\$ 10.53	0.000	
D500	#/5130310000		SC01/D500CN0000	D5001DOEWP16	Not assigned/5741000	10/9404	12/1/2015	\$ 101.47	0.000	
D500	#/5130310000		SC01/D500CN0000	D5001DOEWP16	Not assigned/5741000	10/9406	12/1/2015	\$ 23.73	0.000	
D500	#/5130310000		SC01/D500CN0000	D5001LIHEP15	Not assigned/5741000	10/9404	12/1/2015	\$ 33.83	0.000	
D500	#/5130310000		SC01/D500CN0000	D5001LIHEP15	Not assigned/5741000	10/9406	12/1/2015	\$ 7.91	0.000	
D500	#/5130310000		SC01/D500BD0000	NOT RELEVANT	Not assigned/1001000	10/9404	12/1/2015	\$ 100.46	0.000	
D500	#/5130310000		SC01/D500BD0000	NOT RELEVANT	Not assigned/1001000	10/9406	12/1/2015	\$ 23.49	0.000	
D500	#/5130610000		SC01/D500CE4000	NOT RELEVANT	Not assigned/3764000	10/9R60	12/1/2015	\$ 172.29	0.000	

Data source: Labor Distribution

Monitoring of Tasks

Refreshed on 7/12/16 by KHESS

SCEIS

EPMS Reviews for August						
Task Type	Date	Org Unit Name	Emp Group	Pers No	Employee	EPMS Status
EPMS Review Date	8/17/16	COC REGION 2 - PIEDMONT	CLASSIFIED FTE			PROBATIONARY
Trial Period End	8/17/16	SCEIS HR	CLASSIFIED FTE			ANNUAL
Trial Period End	8/17/16	SFM-REG COMPLIANCE -A	CLASSIFIED FTE			ANNUAL

EPMS Reminders for August						
Task Type	Date	Org Unit Name	Emp Group	Pers No	Employee	EPMS Status
EPMS 60 Day Reminder	8/1/16	DSHR-INFO TECH	CLASSIFIED FTE			TRIAL
EPMS 60 Day Reminder	8/2/16	POLICY & PUBLIC AFFAIRS	UNCLASSIFIED FTE			TRIAL
EPMS 60 Day Reminder	8/3/16	FM-BUILDING MAINTENANCE	CLASSIFIED FTE			PROBATIONARY
EPMS 60 Day Reminder	8/3/16	SURPLUS PROPERTY- FEDERAL	CLASSIFIED FTE			PROBATIONARY
EPMS 60 Day Reminder	8/17/16	HR-A	CLASSIFIED FTE			TRIAL

Salary Tasks for August						
Task Type	Date	Org Unit Name	Emp Group	Pers No	Employee	EPMS Status

Other Tasks for August						
Task Type	Date	Org Unit Name	Emp Group	Pers No	Employee	EPMS Status

Data source: RH076 / RH039F

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Projects Folder

The screenshot shows the SCEIS BI web application interface. The browser address bar displays <https://sceisreporting.sc.gov>. The user is logged in as **KELLY HESS**. The navigation bar includes links for **Applications**, **Preferences**, **Help menu**, and **Log off**. The main content area is titled **Documents** and features a sidebar with a folder tree and a main table of project details.

My Documents

Folders

- Report Conversion Tool
- Report Samples
- SAP
- SAP - Copy (1)
- SCSG
- SCSG Citizen
- SCSG Enterprise
- SCSG Projects**
 - FI Projects
 - Grants Projects
 - HR Projects
- Search Program
- snc test

Categories

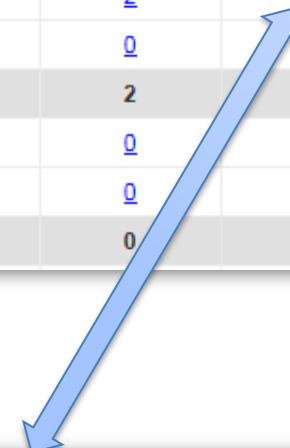
Search

Title ^	Type	Last Run	Instances	D
FI Projects	Folder			
Grants Projects	Folder			
HR Projects	Folder			

Documents > Folders > SCSG Projects

Vacant Positions

Occupational Category	Job Class Code	Job Class Title	0 - 30 Days	1 - 6 Months	7 - 12 Months	>12 Months
Human Services	GA50	HUMAN SERVICES COORDINATOR I	2	2	3	0
	GA60	HUMAN SERVICES COORDINATOR II	1	0	2	0
Human Services Subtotal			3	2	5	0
Information Services	BE30	GRANTS ADMINISTRATOR I	1	0	0	0
	BD20	PRINTING EQUIPMENT OPERATOR II	0	0	0	1
Information Services Subtotal			1	0	0	1



Organizational Unit Number	Position Number	Job Class Code	Job Class Title	Age in Months
21011345	60006929	GA50	HUMAN SERVICES COORDINATOR I	9
20000924	60006743	GA50	HUMAN SERVICES COORDINATOR I	8
20000934	61060986	GA50	HUMAN SERVICES COORDINATOR I	12

Data source: RH041

Turnover

Refreshed on: 7/1/16

Turnover Rate						Headcount Average					Statewide	
Agency	2014		2015		FY15 Turnover Rate	2014		2015		FY15 Headcount Avg	FY15 Headcount Avg	FY15 Turnover Rate
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr			
0000 LEGISLATIVE BRANCH	0.81%	0.78%	1.52%	-	3.15%	122.75	128.75	131.25	127	126.85	36,971	16.53%
0000 LEGISLATIVE BRANCH OF SENATE	-	-	2.25%	-	2.27%	85.75	85.5	88.75	91.5	87.92		
0000 LEGISLATIVE BRANCH OF HOUSE	-	-	-	-	-	29.75	30.25	31	30.5	30.31		

Data source: RH046 / RH081

Turnover

Refreshed on: 7/1/16

Turnover Rate							Headcount Average					Statewide	
Agency		2014		2015		FY15 Turnover Rate	2014		2015		FY15 Headcount Avg	FY15 Headcount Avg	FY15 Turnover Rate
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr			
0000	LEG DEPT THE SENATE	0.81%	0.78%	1.52%	-	3.15%	122.75	128.75	131.25	127	126.85	36,971	16.53%
0000	LEG DEPT HOUSE OF REPR	-	-	2.25%	-	2.27%	85.75	85.5	88.75	91.5	87.92		
0000	LEG DEPT COS LAMM COS	-	-	-	-	-	29.75	30.25	31	30.5	30.31		

Turnover Rate = Number of Separations / Average Headcount

RH081 Detailed Separation Report

RH046 Census Data (EEO)

Data source: RH046 / RH081

Turnover

Agency	Separation Reason	CFY Separation Count	PFY Separation Count
F030 BUDGET AND CONTROL BOARD	Agency Transfer	19	21
	Disciplinary	3	5
	External Employment	30	24
	Retirement	27	29
F030 BUDGET AND CONTROL BOARD Total		79	79
Grand Total		79	79

FY 2015	Agency Transfer	Disciplinary	External Employment	Retirement	Total
F030 BUDGET AND CONTROL BOARD	19	3	30	27	79
Total	19	3	30	27	79
FY 2014	Agency Transfer	Disciplinary	External Employment	Retirement	Total
F030 BUDGET AND CONTROL BOARD	21	5	24	29	79
Total	21	5	24	29	79

Data source: RH046 / RH081

Hire/Separation with Funding

Welcome: **KELLY HESS** | Applications ▾ | Preferences ▾ | Help menu ▾ | Log off

Home Documents **Hire/Separation Fund...**

Web Intelligence ▾

Track ▾ Drill ▾ Filter Bar Freeze ▾ Outline Reading ▾ Design ▾

Refreshed on 7/14/16

Org Unit Name	Position Number	Emp Group	Cost Center	Funct Area	Fund	Grant	Percent	Annual Salary Split	Valid From
EE DEE		TIME LIMITED	D500CE5000	D500_CE02	37640000	NOT RELEVANT	100		6/2/15
ARE		CLASSIFIED FTE	D500CE1000	D500_CE01	10010000	NOT RELEVANT	50		6/2/15
ARE		CLASSIFIED FTE	D500CE1000	D500_CE01	37640000	NOT RELEVANT	50		6/2/15
		TIME LIMITED	D500CB0022	D500_CB01	47J77000	NOT RELEVANT	100		6/2/15
I		TIME LIMITED	D500BCD000	D500_BC20	30670000	NOT RELEVANT	100		3/2/16
I		TIME LIMITED	D500BCD000	D500_BC20	30670000	NOT RELEVANT	100		3/2/16
RTY		TEMPORARY	D500BCC000	D500_BC10	30670000	NOT RELEVANT	5		3/17/16
RTY		TEMPORARY	D500BCC000	D500_BC10	41900000	NOT RELEVANT	45		3/17/16
RTY		TEMPORARY	D500BCC001	D500_BC12	41900000	NOT RELEVANT	50		3/17/16
RTY-ADMIN		CLASSIFIED FTE	D500BCC000	D500_BC10	30670000	NOT RELEVANT	100		6/2/15
LERY		TEMPORARY	D500CD0000	D500_CD01	37600000	NOT RELEVANT	100		4/2/16
NCE, AWARENESS & OPS A		CLASSIFIED FTE	D500BG1020	D500_GM01	30350001	NOT RELEVANT	100		1/4/16

Hire Separation Query Status

Track changes: Off
Page 1 of 1
100%
1 minute ago

Data source: RH080 / RH081 / RH086

Report Linking/Drilldown

Example Report – List of supervisors linking to list of employees

Supervisors

Organization	Organizational Unit	Organizational Unit - Medium Text	Position - Sh	Position - Medium Text	Employee - P	Employee - Name (Sortable) (Key)
20000914	D500OEOADMN	OEO ADMIN ASST	AH10	ADMINISTRATIVE COORDINATOR I		
20000915	D500OEOWAP	OEO WAP	AH40	PROGRAM COORDINATOR II		
20000916	D500CAP	CLIENT ASST PROGRAM	UA36	ADMINISTRATION - GOV. OFFICE		
20000917	D500OEPP	OFFICE OF EXECUTIVE POLICY & PROGRAMS	UA35	PROGRAM DIRECTOR-GOV OFFICE		
20000918	D500COCREGS	COC REGIONS	AH45	PROGRAM MANAGER I		

Subordinates

Organization	Organization	Organizational Unit - Medium Text	Employee - Key	Employee - Name (Sortable) (Key)	Job Class Code	Job Class Title
20000916	D500CAP	CLIENT ASST PROGRAM			AH10	ADMINISTRATIVE COORDINATOR I
20000916	D500CAP	CLIENT ASST PROGRAM			UA36	ADMINISTRATION-GOV OFFICE

Data source: RH039A.c (above) / RH039F (below)

EIM Team

John Taylor, Director
Cory Hare, FI Focus
Kelly Hess, HR Focus

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Kelly.Hess@admin.sc.gov

Eric Harvey, Project Programmer
Joseph Hnatko, Strategic Planning
Abhilash Pulijala, Consultant